Peachtree Accounting

Sample Reports

BOOKLET

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Chart of Accounts.

CHART OF ACCOUNTS
Scott's TV & Stereo
11/30/84

ACCOUNT RANGE	ACCOUNT NUMBER	ACCOUNT NAME
ASSETS		
	1000	Cash in Bank
	1020	Checking - Payroll
	1070	Cash on Hand
	1100	Accounts Receivable
	1150	Interest Receivable
	1160	Due from Employees
	1170	Allowance for Bad Debts
	1200	Inv - TV & Stereo
	1210	Inv - Records & Tapes
	1220	Inv - Misc. Hardware
	1300	Prepaid Insurance
	1320	Prepaid Interest
	1340	Prepaid Taxes & Licenses
	1360	Prepaid Expenses - Misc
	1500	Furniture & Fixtures
	1520	Machinery & Equipment
	1540	Leasehold Improvements
	1580	Vehicle
	1600	Accumulated Depreciation
	1800	Investments
	1820	Deposits
	1840	Organization Costs

Chart of Accounts.

CHART OF ACCOUNTS
Scott's TV & Stereo
11/30/84

ACCOUNT RANGE	ACCOUNT NUMBER	ACCOUNT NAME
LIABILITIES		
	2000	Accounts Payable
	2100	Notes Payable
	2150	Layaway Deposits
	2200	FICA Payable
	2210	Federal W/H Payable
	2220	State W/H Payable
	2300	Accrued Payroll
	2400	Sales Tax Payable
EQUITY		
	3000	Paid in Capital
	3990	Retained Earnings
REVENUE		
Sales Revenue		
	4000	Sales - TV & Stereo
	4010	Sales - Records & Tapes
	4020	Sales - Misc. Hardware
	4030	Sales - Svc & Repair
	4100	Sales Discounts
	4110	Returns and Allowances
Other Revenue		
	4200	Finance Charge Revenue

	4250	Interest Revenue
	4310	Credit Card Discounts
	4370	Vendor Discounts Taken
	4490	Miscellaneous Revenue
COST OF SALES		
	4500	COS - TV & Stereo
	4510	COS - Records & Tapes
	4520	COS - Misc. Hardware
EXPENSES		
	5000	Salaries & Wages
	5100	Advertising
	5110	Amortization Expense
	5130	Auto Expense
	5160	Bad Debt Expense
	5190	Cash Over/Short
	5210	Commissions
	5270	Contributions
	5300	Depreciation
	5330	Dues & Fees
	5340	Entertainment
	5630	Postage
	5640	Rental Equipment
	5670	Rent
	5700	Repairs & Maintenance
	5730	Taxes - Payroll
	5760	Taxes - Property
	5770	Taxes - Other
	5790	Telephone
	5800	Travel

TRIAL BALANCE
Scott's TV & Stereo
AS OF 11/30/84

ACCT NUMBER	ACCOUNT NAME	BALANCE FORWARD	MONTHLY ACTIVITY	CURRENT BALANCE
1000	Cash in Bank	0.00	3063.19	3063.19
1020	Checking - Payroll	0.00	-0.03	-0.03
1070	Cash on Hand	0.00	100.00	100.00
1100	Accounts Receivable	0.00	1740.91	1740.91
1150	Interest Receivable	0.00	0.00	0.00
1160	Due from Employees	0.00	0.00	0.00
1170	Allowance for Bad Debts	0.00	0.00	0.00
1200	Inv - TV & Stereo	0.00	1891.07	1891.07
1210	Inv - Records & Tapes	0.00	1105.53	1105.53
1220	Inv - Misc. Hardware	0.00	768.40	768.40
1300	Prepaid Insurance	0.00	1100.00	1100.00
1320	Prepaid Interest	0.00	0.00	0.00
1340	Prepaid Taxes & Licenses	0.00	0.00	0.00
1360	Prepaid Expenses - Misc	0.00	0.00	0.00
1500	Furniture & Fixtures	0.00	3450.00	3450.00
1520	Machinery & Equipment	0.00	9376.36	9376.36
1540	Leasehold Improvements	0.00	1752.00	1752.00
1580	Vehicle	0.00	7280.00	7280.00
1600	Accumulated Depreciation	0.00	0.00	0.00
1800	Investments	0.00	0.00	0.00
1820	Deposits	0.00	1000.00	1000.00
1840	Organization Costs	0.00	0.00	0.00
2000	Accounts Payable	0.00	-3596.29	-3596.29

2100	Notes Payable	0.00	-15605.76	-15605.76
2150	Layaway Deposits	0.00	0.00	0.00
2200	FICA Payable	0.00	-855.51	-855.51
2210	Federal W/H Payable	0.00	-912.60	-912.60
2220	State W/H Payable	0.00	-112.28	-112.28
2300	Accrued Payroll	0.00	0.00	0.00
2400	Sales Tax Payable	0.00	-937.62	-937.62
3000	Paid in Capital	0.00	-10000.00	-10000.00
3990	Retained Earnings	0.00	0.00	0.00
4000	Sales - TV & Stereo	0.00	-18161.03	-18161.03
4010	Sales - Records & Tapes	0.00	-5141.07	-5141.07
4020	Sales - Misc. Hardware	0.00	-768.47	-768.47
4030	Sales - Svc & Repair	0.00	-2737.30	-2737.30
4100	Sales Discounts	0.00	0.00	0.00
4110	Returns and Allowances	0.00	27.82	27.82
4200	Finance Charge Revenue	0.00	0.00	0.00
4250	Interest Revenue	0.00	0.00	0.00
4310	Credit Card Discounts	0.00	0.00	0.00
4370	Vendor Discounts Taken	0.00	-124.27	-124.27
5700	Repairs & Maintenance	0.00	0.00	0.00
5730	Taxes - Payroll	0.00	427.75	427.75
5760	Taxes - Property	0.00	0.00	0.00
5770	Taxes - Other	0.00	0.00	0.00
5790	Telephone	0.00	273.87	273.87
5800	Travel	0.00	0.00	0.00
5820	Utilities	0.00	225.00	225.00
	BALANCES	0.00	0.00	0.00

Detailed General Ledger.

DETAILED GENERAL LEDGER
Scott's TV & Stereo
PERIOD: 11/01/84 TO 11/30/84

ACCT NUM.	ACCOUNT NAME	BALANCE FORWARD	CURRENT MONTH	BALANCE
1000	Cash in Bank	0.00		
JE#1	Startup		10000.00	
JE#2	Legal fees		-550.00	
JE#3	Bank note		10000.00	
JE#8	Purchase service van		-1456.00	
TOTAL	CASH DISBURSEMENTS		-29588.21	
TOTAL	CASH RECEIPTS		2035.20	
CASH SALES	Bank Deposit		23464.44	
TOTAL	PAYMENTS JOURNAL		500.00	
TOTAL	A/P DISBURSEMENTS		-11342.24	
				3063.19
1020	Checking - Payroll	0.00		
CK#5	Payroll Account		993.02	
CK#6	Payroll Account		744.77	
CK#7	Payroll Account		744.77	
CK#8	Payroll Account		744.77	
TOTAL	CASH DISBURSEMENTS		-3227.36	
				-0.03
1070	Cash on Hand	0.00		
CK#4	Cash		100.00	
				100.00

1100	Accounts Receivable	0.00		
TOTAL	SALES JOURNAL		2268.73	
TOTAL	PAYMENTS JOURNAL		-527.82	
				1740.91
1200	Inv - TV & Stereo	0.00		
JE#6	Sales cost		-9721.25	
TOTAL	PURCHASES JOURNAL		11612.32	
				1891.07
1210	Inv - Records & Tapes	0.00		
JE#6	Sales cost		-2344.95	
TOTAL	PURCHASES JOURNAL		3450.48	
				1105.53
1220	Inv - Misc. Hardware	0.00		
CK#18	Southern Elec Supply		1154.00	
JE#10	Sales cost		-385.60	
				768.40
1300	Prepaid Insurance	0.00		
JE#5	Insurance		-100.00	
CK#9	Southern Insurance Agcy		1200.00	
				1100.00
1500	Furniture & Fixtures	0.00		
CK#7	Stone Mtn Office Equip		3450.00	
				3450.00

General Journal.

GENERAL JOURNAL
Scott's TV & Stereo
PERIOD: 11/01/84 TO 11/30/84

JE #	DATE	ACCT NUM.	ACCOUNT NAME	DEBIT	CREDIT
1	11/01/84	1000	Cash in Bank	10000.00	
		3000	Paid in Capital		10000.00
	DESC: Startup				
			ENTRY TOTAL:	10000.00	10000.00
2	11/01/84	5520	Legal & Accounting	550.00	
		1000	Cash in Bank		550.00
	DESC: Legal fees				
			ENTRY TOTAL:	550.00	550.00
3	11/01/84	1000	Cash in Bank	10000.00	
		2100	Notes Payable		10000.00
	DESC: Bank note				
			ENTRY TOTAL:	10000.00	10000.00
4	11/30/84	5730	Taxes - Payroll	427.75	
		2200	FICA Payable		427.75
	DESC: Payroll Expense - November				
			ENTRY TOTAL:	427.75	427.75

Cash Disbursements Journal.

CASH DISBURSEMENTS JOURNAL
Scott's TV & Stereo
PERIOD: 11/01/84 TO 11/30/84

CHECK NUMBER	DATE	PAYEE	CHECK AMOUNT	ACCT NUM.	AMOUNT
		BANK ACCOUNT: 1000 - Cash in Bank			
2	11/01/84	State of Georgia	75.00	5550	75.00
3	11/01/84	Ga. Power Co	225.00	5820	225.00
4	11/01/84	Southern Bell	150.00	5790	150.00
5	11/01/84	Tucker Realty	1000.00	1820	1000.00
17	11/16/84	JJs Body Shop	153.50	5130	153.50
18	11/07/84	Southern Elec Supply	1154.00	1220	1154.00
19	11/05/84	Cash	45.00	5610	30.20
				5630	14.80
		TOTAL DISBURSEMENTS:	29588.21		

Cash Receipts Journal.

CASH RECEIPTS JOURNAL
Scott's TV & Stereo
PERIOD: 11/01/84 TO 11/30/84

CR #	DATE	REFERENCE	DEPOSIT AMOUNT	ACCT NUM.	AMOUNT
		BANK ACCOUNT: 1000 - Cash in Bank			
1	11/05/84	Service calls	95.50	4030	-95.50
2	11/06/84	Service sales	103.90	4030	-103.90
3	11/07/84	Service calls	65.10	4030	-65.10
4	11/08/84	Service calls	128.50	4030	-128.50
18	11/28/84	Service calls	63.50	4030	-63.50
19	11/29/84	Service calls	138.50	4030	-138.50
20	11/30/84	Service calls	120.00	4030	-120.00
		TOTAL RECEIPTS:	2035.20		

Cash Sales Journal.

CASH SALES JOURNAL
Scott's TV & Stereo
PERIOD: 11/01/84 TO 11/30/84

ENTRY #	1	2	3	4
DATE	11/01/84	11/02/84	11/03/84	11/05/84
CASH ON HAND (OPEN)	100.00	100.00	100.00	100.00
Television	579.79	489.85	1029.35	529.85
Stereo	0.00	419.84	239.94	79.95
Records & Tapes	148.38	331.22	452.54	229.09
Misc. Hardware	12.35	35.48	9.80	0.00
Service & Repairs	0.00	0.00	0.00	25.50
Sales Tax	29.12	49.63	68.87	33.55
TOTAL CASH IN:	869.64	1426.02	1900.50	997.94
CASH ON HAND (CLOSE)	100.00	100.00	100.00	100.00
Bank Deposit	769.64	1326.02	1800.45	897.94
TOTAL CASH OUT:	869.64	1426.02	1900.45	997.94

Cash Sales Journal.

CASH SALES JOURNAL - SUMMARY
Scott's TV & Stereo
PERIOD: 11/01/84 TO 11/30/84

ACCT #	ACCOUNT NAME	DESCRIPTION	DEBIT	CREDIT
4000	Sales - TV & Stereo	Television		9284.89
4000	Sales - TV & Stereo	Stereo		6917.19
4010	Sales - Records & Tapes	Records & Tapes		5066.32
4020	Sales - Misc. Hardware	Misc. Hardware		642.67
4030	Sales - Svc & Repair	Service & Repairs		702.10
2400	Sales Tax Payable	Sales Tax		851.22
1000	Cash in Bank	Bank Deposit	23464.44	
1070	Cash on Hand	CHANGE: CASH-ON-HAND	0.00	
5190	Cash Over/Short	CASH OVER/SHORT		0.05
		TOTAL	23464.44	23464.44

Income Statement.

INCOME STATEMENT
Scott's TV & Stereo
PERIOD: 11/01/84 TO 11/30/84

ACCOUNT NAME	MONTH	YEAR TO DATE
REVENUE		
Sales Revenue		
Sales - TV & Stereo	18161.03	18161.03
Sales - Records & Tapes	5141.07	5141.07
Sales - Misc. Hardware	768.47	768.47
Sales - Svc & Repair	2737.30	2737.30
Sales Discounts	0.00	0.00
Returns and Allowances	-27.82	-27.82
TOTAL Sales Revenue	26780.05	26780.05
Taxes - Other	0.00	0.00
Telephone	273.87	273.87
Travel	0.00	0.00
Utilities	225.00	225.00
TOTAL EXPENSES	13867.98	13867.98
PROFIT/LOSS	607.37	607.37

Balance Sheet.

BALANCE SHEET
Scott's TV & Stereo
AS OF 11/30/84

ACCOUNT NAME	BALANCE	SUBTOTAL	TOTAL
ASSETS			
Cash in Bank	3063.19		
Checking - Payroll	-0.03		
Cash on Hand	100.00		
Accounts Receivable	1740.91		
Interest Receivable	0.00		
Due from Employees	0.00		
Allowance for Bad Debts	0.00		
Inv - TV & Stereo	1891.07		
Inv - Records & Tapes	1105.53		
Inv - Misc. Hardware	768.40		
Prepaid Insurance	1100.00		
Prepaid Interest	0.00		
Prepaid Taxes & Licenses	0.00		
Prepaid Expenses - Misc	0.00		
Furniture & Fixtures	3450.00		
Machinery & Equipment	9376.36		
Leasehold Improvements	1752.00		
Vehicle	7280.00		
Accumulated Depreciation	0.00		
Investments	0.00		
Deposits	1000.00		

Organization Costs	0.00		
	TOTAL ASSETS	32627.43	
		TOTAL ASSETS	32627.43
LIABILITIES			
Accounts Payable	3596.29		
Notes Payable	15605.76		
Layaway Deposits	0.00		
FICA Payable	855.51		
Federal W/H Payable	912.60		
State W/H Payable	112.28		
Accrued Payroll	0.00		
Sales Tax Payable	937.62		
	TOTAL LIABILITIES	22020.06	
		TOTAL LIABILITIES	22020.06
EQUITY			
Paid in Capital	10000.00		
Retained Earnings	0.00		
Profit/Loss	607.37		
	TOTAL EQUITY	10607.37	
		TOTAL EQUITY	10607.37
		TOTAL LIABILITIES AND EQUITY	32627.43

Account Activity Report.

ACCOUNT ACTIVITY REPORT
Scott's TV & Stereo
PERIOD: 11/01/84 TO 11/30/84

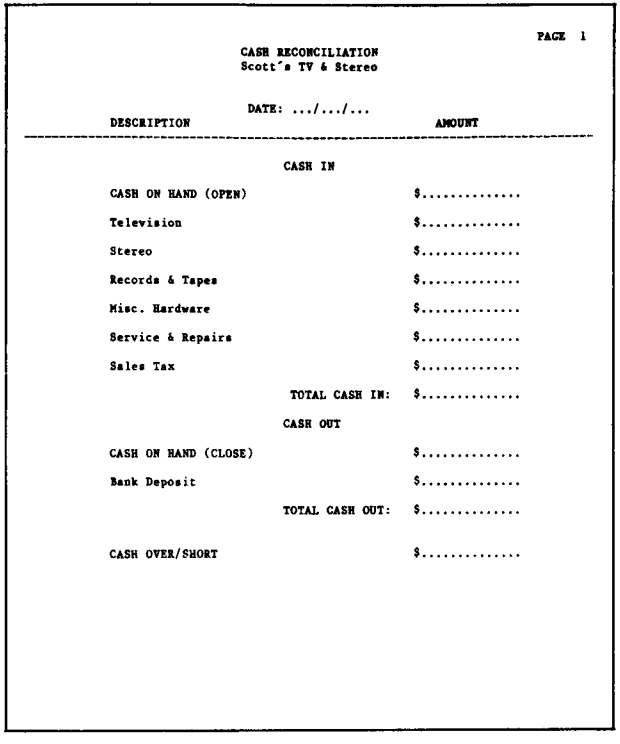
ACCT NUM.	ACCOUNT NAME	BALANCE FORWARD	CURRENT MONTH	BALANCE
1000	Cash in Bank	0.00		
JE#1	Startup		10000.00	
JE#2	Legal fees		-550.00	
JE#3	Bank note		10000.00	
JE#8	Purchase service van		-1456.00	
TOTAL	CASH DISBURSEMENTS		-29588.21	
TOTAL	CASH RECEIPTS		2035.20	
CASH SALES	Bank Deposit		23464.44	
TOTAL	PAYMENTS JOURNAL		500.00	
TOTAL	A/P DISBURSEMENTS		-11342.24	
				3063.19

Check Register.

CHECK REGISTER
Scott's TV & Stereo
PERIOD: 11/01/84 TO 11/30/84

CHECK #	DATE	PAYEE	AMOUNT
		BANK ACCOUNT: 1000 - Cash in Bank	
2	11/01/84	State of Georgia	75.00
3	11/01/84	Ga. Power Co	225.00
4	11/01/84	Southern Bell	150.00
4	11/09/84	Cash	100.00
5	11/01/84	Tucker Realty	1000.00
5	11/09/84	Payroll Account	993.02
6	11/01/84	Hurst Construction Co	2190.00
6	11/16/84	Payroll Account	744.77
7	11/01/84	Stone Mtn Office Equip	3450.00
12	11/30/84	Southern Bell	123.87
13	11/07/84	Atlanta Constitution	1560.00
14	11/21/84	Atlanta Constitution	1560.00
15	11/28/84	Atlanta Constitution	820.00
16	11/30/84	Atlanta Natl Bank	351.57
17	11/16/84	JJs Body Shop	153.50
18	11/07/84	Southern Elec Supply	1154.00
19	11/05/84	Cash	45.00
		TOTAL DISBURSEMENTS	29588.21

Cash Reconciliation Form.



PAGE 1

CASH RECONCILIATION
Scott's TV & Stereo

DATE: .../.../...

DESCRIPTION		AMOUNT
	CASH IN	
CASH ON HAND (OPEN)		$.....
Television		$.....
Stereo		$.....
Records & Tapes		$.....
Misc. Hardware		$.....
Service & Repairs		$.....
Sales Tax		$.....
	TOTAL CASH IN:	$.....
	CASH OUT	
CASH ON HAND (CLOSE)		$.....
Bank Deposit		$.....
	TOTAL CASH OUT:	$.....
CASH OVER/SHORT		$.....

[redacted]	ACCOUNTS RECEIVABLE
22	Customer Master List.
24	Detailed A/R Ledger.
26	A/R Summary.
27	Sales Journal.
28	Payments Journal.
29	Finance Charges Journal.
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31	Customer Reference List.
32	Sample Statements.

Customer Master List.

CUSTOMER MASTER LIST
Scott's TV & Stereo
11/30/84

ALL CUSTOMERS

001000	TERMS: Net 30	PERM/TEMP: P
	CREDIT LIMIT: $1500.00	FINANCE CHARGES: Y
Robert Anderson	FIN. CH. Y.T.D: $0.00	TAXABLE: Y
5562 NE Expressway	SALES Y.T.D: $380.58	
Apt 2D	BALANCE: $305.58	
Atlanta, Ga 30345	LAST PURCHASE: 11/07/84	$380.58
634-2209	LAST PAYMENT: 11/07/84	$75.00
002001	TERMS: Net 30	PERM/TEMP: P
	CREDIT LIMIT: $1500.00	FINANCE CHARGES: Y
James Eldridge	FIN. CH. Y.T.D: $0.00	TAXABLE: Y
2331 Chambleee Tucker Rd	SALES Y.T.D: $322.28	
Atlanta, Ga 30301	BALANCE: $272.28	
	LAST PURCHASE: 11/21/84	$29.10
621-3397	LAST PAYMENT: 11/20/84	$50.00
002050	TERMS: Net 30	PERM/TEMP: P
	CREDIT LIMIT: $1500.00	FINANCE CHARGES: Y
William Harris	FIN. CH. Y.T.D: $0.00	TAXABLE: Y
4477 Monroe Drive	SALES Y.T.D: $273.26	
Atlanta, Ga 30322	BALANCE: $207.31	
	LAST PURCHASE: 11/09/84	$273.26
677-2991	LAST PAYMENT: 11/09/84	$75.00

002802	TERMS: Net 30	PERM/TEMP: P
	CREDIT LIMIT: $1500.00	FINANCE CHARGES: Y
Dorothy Hummel	FIN. CH. Y.T.D: $0.00	TAXABLE: Y
23 Burke Place	SALES Y.T.D: $241.47	
Stone Mountain, Ga 30078	BALANCE: $191.47	
	LAST PURCHASE: 11/21/84	$40.33
445-1355	LAST PAYMENT: 11/17/84	$50.00
003400	TERMS: Net 30	PERM/TEMP: P
	CREDIT LIMIT: $1500.00	FINANCE CHARGES: Y
Fred Morris	FIN. CH. Y.T.D: $0.00	TAXABLE: Y
994 Abernathy Rd	SALES Y.T.D: $180.39	
Doraville, Ga 30551	BALANCE: $130.39	
	LAST PURCHASE: 11/27/84	$180.39
633-7791	LAST PAYMENT: 11/27/84	$50.00
003600	TERMS: Net 30	PERM/TEMP: P
	CREDIT LIMIT: $1500.00	FINANCE CHARGES: Y
Alan Johnston	FIN. CH. Y.T.D: $0.00	TAXABLE: Y
8892 Shallowford Rd	SALES Y.T.D: $357.14	
Apt 4G	BALANCE: $243.10	
Atlanta, Ga 30345	LAST PURCHASE: 11/12/84	$357.14
633-8824	LAST PAYMENT: 11/12/84	$100.00
005833	TERMS: Net 30	PERM/TEMP: P
	CREDIT LIMIT: $1500.00	FINANCE CHARGES: Y
Manuel Rodriguez	FIN. CH. Y.T.D: $0.00	TAXABLE: Y
6744 Briarcliff Rd	SALES Y.T.D: $490.78	
Apt 8E	BALANCE: $390.78	
Atlanta, Ga 30329	LAST PURCHASE: 11/17/84	$490.78
239-8845	LAST PAYMENT: 11/17/84	$100.00

NUMBER OF CUSTOMERS PRINTED: 7
TOTAL CUSTOMER BALANCES: $1740.91

Detailed A/R Ledger.

DETAILED A/R LEDGER
Scott's TV & Stereo
PERIOD: 11/01/84 TO 11/30/84

DATE	REFERENCE	BALANCE 0 - 30	BALANCE 31 - 60	BALANCE 61 - 90	BALANCE OVER 90
		ALL CUSTOMERS			
Robert Anderson					
001000	BAL. FWD.	0.00	0.00	0.00	0.00
11/07/84	IN#00100	380.58			
11/07/84	CK#Cash	-75.00			
	TOTALS	305.58	0.00	0.00	0.00
James Eldridge					
002001	BAL. FWD.	0.00	0.00	0.00	0.00
11/20/84	IN#105	293.18			
11/20/84	CK#Cash	-50.00			
11/21/84	IN#108	29.10			
	TOTALS	272.28	0.00	0.00	0.00
William Harris					
002050	BAL. FWD.	0.00	0.00	0.00	0.00
11/09/84	IN#101	273.26			
11/09/84	CK#1966	-75.00			
11/12/84	CM#1	-13.78			

11/12/84	DM#1	22.83			
	TOTALS	207.31	0.00	0.00	0.00
Dorothy Hummel					
002802	BAL. FWD.	0.00	0.00	0.00	0.00
11/17/84	IN#104	201.14			
11/17/84	CK#572	-50.00			
11/21/84	IN#107	40.33			
	TOTALS	191.47	0.00	0.00	0.00
Alan Johnston					
003600	BAL. FWD.	0.00	0.00	0.00	0.00
11/12/84	IN#102	357.14			
11/12/84	CK#2311	-100.00			
11/13/84	CM#2	-14.04			
	TOTALS	243.10	0.00	0.00	0.00
Manuel Rodriguez					
005833	BAL. FWD.	0.00	0.00	0.00	0.00
11/17/84	IN#103	490.78			
11/17/84	CK#Cash	-100.00			
	TOTALS	390.78	0.00	0.00	0.00
	REPORT TOTALS	1740.91	0.00	0.00	0.00

A/R Summary.

ACCOUNTS RECEIVABLE SUMMARY
Scott's TV & Stereo
PERIOD: 11/01/84 TO 11/30/84

ACCT. NUM.	DESCRIPTION	JOURNAL	DEBIT	CREDIT
4000	SALES - TV & STEREO	SALES JOURNAL		1958.95
4010	SALES - RECORDS & TAPES	SALES JOURNAL		74.75
4020	SALES - MISC. HARDWARE	SALES JOURNAL		125.80
2400	SALES TAX PAYABLE	SALES JOURNAL		86.40
4490	MISCELLANEOUS REVENUE	SALES JOURNAL		22.83
1100	ACCOUNTS RECEIVABLE	SALES JOURNAL	2268.73	
1000	CASH	PAYMENTS JOURNAL	500.00	
4110	RETURNS AND ALLOWANCES	PAYMENTS JOURNAL	27.82	
1100	ACCOUNTS RECEIVABLE	PAYMENTS JOURNAL		527.82
		TOTALS	2796.55	2796.55

Sales Journal.

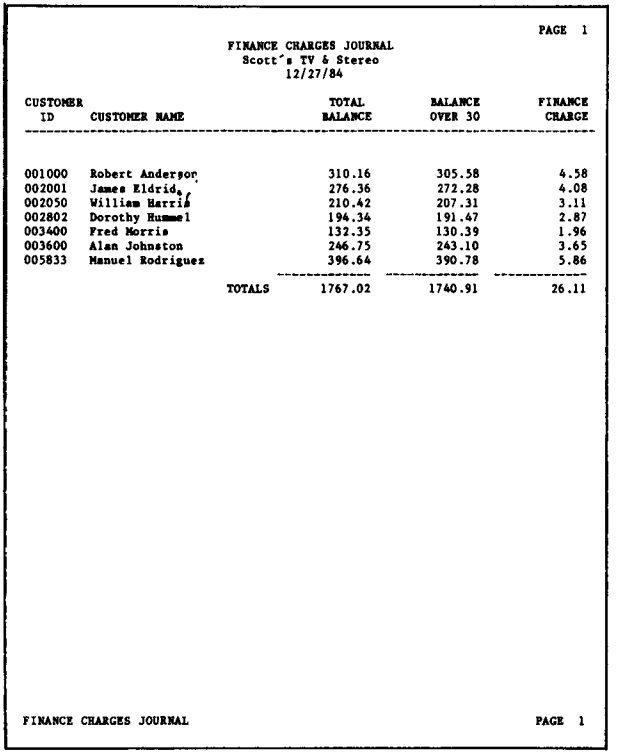
SALES JOURNAL
Scott's TV & Stereo
PERIOD: 11/01/84 TO 11/30/84

DATE	CUSTOMER NAME	INVOICE NUMBER	ACCT NUM.	DESCRIPTION	AMOUNT
11/07/84	Robert Anderson	00100	4000	SALES - TV & STEREO	329.80
			4010	SALES - RECORDS & TAPES	7.99
			4020	SALES - MISC. HARDWARE	28.15
			2400	SALES TAX PAYABLE	14.64
				INVOICE TOTAL	380.58
11/09/84	William Harris	101	4000	SALES - TV & STEREO	249.50
			4020	SALES - MISC. HARDWARE	13.25
11/21/84	James Eldridge	108	4010	SALES - RECORDS & TAPES	27.98
			2400	SALES TAX PAYABLE	1.12
				INVOICE TOTAL	29.10
				SALES JOURNAL TOTAL	2268.73

PAYMENTS JOURNAL
Scott's TV & Stereo
PERIOD: 11/01/84 TO 11/30/84

DATE	CUSTOMER NAME	CHECK NUMBER	CHECK AMOUNT	SALES DISCOUNT	RETURNS & ALLOWANCES
11/07/84	Robert Anderson	Cash	75.00	0.00	
11/09/84	William Harris	1966	75.00	0.00	
11/12/84	Alan Johnston	2311	100.00	0.00	
11/17/84	Manuel Rodriguez	Cash	100.00	0.00	
11/17/84	Dorothy Hummel	572	50.00	0.00	
11/20/84	James Eldridge	Cash	50.00	0.00	
11/27/84	Fred Morris	1477	50.00	0.00	
11/12/84	William Harris	CM#1			13.78
11/13/84	Alan Johnston	CM#2			14.04
		TOTALS	500.00	0.00	27.82

Finance Charges Journal.



PAGE 1

FINANCE CHARGES JOURNAL
Scott's TV & Stereo
12/27/84

CUSTOMER ID	CUSTOMER NAME	TOTAL BALANCE	BALANCE OVER 30	FINANCE CHARGE
001000	Robert Anderson	310.16	305.58	4.58
002001	James Eldridge	276.36	272.28	4.08
002050	William Harris	210.42	207.31	3.11
002802	Dorothy Hummel	194.34	191.47	2.87
003400	Fred Morris	132.35	130.39	1.96
003600	Alan Johnston	246.75	243.10	3.65
005833	Manuel Rodriguez	396.64	390.78	5.86
	TOTALS	1767.02	1740.91	26.11

FINANCE CHARGES JOURNAL PAGE 1

A/R Aging.

ACCOUNTS RECEIVABLE AGING
Scott's TV & Stereo
11/30/84

CUSTOMER	BALANCE 0 - 30	BALANCE 31 - 60	BALANCE 61 - 90	BALANCE OVER 90	TOTAL
Robert Anderson 001000	305.58	0.00	0.00	0.00	305.58
James Eldridge 002001	272.28	0.00	0.00	0.00	272.28
William Harris 002050	207.31	0.00	0.00	0.00	207.31
Dorothy Hummel 002802	191.47	0.00	0.00	0.00	191.47
Fred Morris 003400	130.39	0.00	0.00	0.00	130.39
Alan Johnston 003600	243.10	0.00	0.00	0.00	243.10
Manuel Rodriguez 005833	390.78	0.00	0.00	0.00	390.78
TOTALS	1740.91	0.00	0.00	0.00	1740.91

Customer Reference List.

CUSTOMER REFERENCE LIST
Scott's TV & Stereo
11/30/84

CUSTOMER ID	CUSTOMER NAME
001000	Robert Anderson
002001	James Eldridge
002050	William Harris
002802	Dorothy Hummel
003400	Fred Morris
003600	Alan Johnston
005833	Manuel Rodriguez

Sample Statements.

Scott's TV & Stereo
231 Center Place
Atlanta, Ga
30329

STATEMENT DATE: 12/27/84

ACCOUNT NUMBER: 001000

Robert Anderson
5562 NE Expressway
Apt 2D
Atlanta, Ga 30345

PAGE: 1

REFERENCE	DATE	DESCRIPTION	CHARGES	CREDITS	BALANCE
		BALANCE FORWARD			305.58
	12/27/84	FINANCE CHARGE	4.58		310.16

0 - 30	31 - 60	61 - 90	OVER 90	AMOUNT DUE
4.58	305.58	0.00	0.00	310.16

TERMS: Net 30

Your account is overdue

[redacted]	ACCOUNTS PAYABLE
34	Vendor Master List.
36	Payables Ledger.
38	Payables Detailed G/L.
39	Purchases Journal.
40	A/P Disbursements Journal.
42	Open Invoice Register.
43	Cash Requirements Report.
44	Check Register.
45	Payables Chart of Accounts.
46	Vendor Reference List.
47	Payments List.
48	Sample Checks.

Vendor Master List.

VENDOR MASTER LIST
Scott's TV & Stereo
11/30/84

ALL VENDORS

BANNER	TERMS: 2%-10. Net 30		PERM/TEMP: P
Banner Sales Corp	CASH ACCOUNT: 1000 Cash in Bank		
4096 Adrian St	PURCHASES Y.T.D: $1229.58		
Stn. Mountain, Ga 30339	BALANCE: $359.94		
	LAST PURCHASE:	11/29/84	$359.94
645-2231	LAST PAYMENT:	11/23/84	$869.64
EAST	TERMS: 2%-10. Net 30		PERM/TEMP: P
East Distributers Inc	CASH ACCOUNT: 1000 Cash in Bank		
2319 Lewis Avenue	PURCHASES Y.T.D: $791.82		
Tucker, Ga 30322	BALANCE: $0.00		
	LAST PURCHASE:	11/02/84	$791.82
633-9923	LAST PAYMENT:	11/23/84	$791.82
NATION	TERMS: 2%-10. Net 30		PERM/TEMP: P
National Dist. Co	CASH ACCOUNT: 1000 Cash in Bank		
5545 NE Expy	PURCHASES Y.T.D: $3960.77		
Atlanta, Ga 30345	BALANCE: $783.14		
	LAST PURCHASE:	11/29/84	$783.14
633-5509	LAST PAYMENT:	11/30/84	$1558.69

QUAL	TERMS: 2%-10. Net 30		PERM/TEMP: P
Quality Brands Inc	CASH ACCOUNT: 1000 Cash in Bank		
3397 Chamblee Tucker Rd	PURCHASES Y.T.D: $959.85		
Atlanta, Ga 30329	BALANCE: $0.00		
	LAST PURCHASE:	11/13/84	$287.98
629-2446	LAST PAYMENT:	11/30/84	$287.98
SOUTH	TERMS: 2%-10. Net 30		PERM/TEMP: P
Southern Sales Corp	CASH ACCOUNT: 1000 Cash in Bank		
2944 Marietta Blvd	PURCHASES Y.T.D: $5270.00		
Marietta, Ga 30322	BALANCE: $1347.68		
	LAST PURCHASE:	11/29/84	$1347.68
	LAST PAYMENT:	11/23/84	$917.64
VALLEY	TERMS: 2%-10. Net 30		PERM/TEMP: P
Valley Distributing Co	CASH ACCOUNT: 1000 Cash in Bank		
1055 Peachtree Ind Blvd	PURCHASES Y.T.D: $3450.48		
Chamblee, Ga 30342	BALANCE: $1105.53		
	LAST PURCHASE:	11/29/84	$1105.53
655-2012	LAST PAYMENT:	11/30/84	$918.90

NUMBER OF VENDORS PRINTED: 6
TOTAL VENDOR BALANCES: $ 3596.29

A/P LEDGER
Scott's TV & Stereo
PERIOD: 11/01/84 TO 11/30/84

INV. NUM.	INV. DATE	INVOICE AMOUNT	CHECK NUMBER	DISC. TAKEN	AMOUNT PAID	BALANCE
ALL VENDORS						
BANNER			Banner Sales Corp			
3667	11/02/84	869.64				
			28	0.00	869.64	0.00
3805	11/29/84	359.94				359.94
					VENDOR TOTAL:	359.94
EAST			East Distributers Inc			
25544	11/02/84	791.82				
			29	0.00	791.82	0.00
					VENDOR TOTAL:	0.00
NATION			National Dist. Co			
20034	11/01/84	1618.94				
			25	32.38	1586.56	0.00
25544	11/13/84	1558.69				
			37	0.00	1558.69	0.00
25672	11/29/84	783.14				783.14
					VENDOR TOTAL:	783.14

QUAL			Quality Brands Inc			
8334	11/01/84	671.87				
			26	13.44	658.43	0.00
33554	11/13/84	287.98				
			38	0.00	287.98	0.00
					VENDOR TOTAL:	0.00
SOUTH			Southern Sales Corp			
50031	11/01/84	1289.64				
			27	25.79	1263.85	0.00
50004	11/01/84	1115.34				
			27	22.31	1093.03	0.00
35599	11/13/84	755.79				
			30	15.12	740.67	0.00
28863	11/13/84	761.55				
			30	15.23	746.32	0.00
80023	11/14/84	-599.70				
			30	0.00	-599.70	0.00
28903	11/29/84	1347.68				1347.68
					VENDOR TOTAL:	1347.68
VALLEY			Valley Distributing Co			
3222	11/02/84	1426.05				
			31	0.00	1426.05	0.00
33556	11/13/84	918.90				
			39	0.00	918.90	0.00
33601	11/29/84	1105.53				1105.53
					VENDOR TOTAL:	1105.53
					REPORT TOTAL:	3596.29

Payables Detailed G/L.

PAYABLES DETAILED G/L
Scott's TV & Stereo
PERIOD: 11/01/84 TO 11/30/84

ACCT NUM.	ACCT. NAME			CURRENT PERIOD	BALANCE
1000	Cash in Bank				
			DISBURSEMENTS JOURNAL TOTAL	-11342.24	
					-11342.24
1210	Inv - Records & Tapes				
	11/02/84	3222	Valley Distributing Co	1426.05	
	11/13/84	33556	Valley Distributing Co	918.90	
	11/29/84	33601	Valley Distributing Co	1105.53	
					3450.48
2000	Accounts Payable				
			PURCHASES JOURNAL TOTAL	-15062.80	
			DISBURSEMENTS JOURNAL TOTAL	11466.51	
					-3596.29
4370	Vendor Discounts Taken				
			DISBURSEMENTS JOURNAL TOTAL	-124.27	
					-124.27

PURCHASES JOURNAL
Scott's TV & Stereo
PERIOD: 11/01/84 TO 11/30/84

INV. NUMBER	INV. DATE	DUE DATE	INV. AMOUNT	DISC. DATE	DISC. AVAILABLE	ACCT	AMOUNT
SOUTH - Southern Sales Corp							
50031	11/01/84	12/01/84	1289.64	11/11/84	25.79	1200	1289.64
NATION - National Dist. Co							
20034	11/01/84	12/01/84	1618.94	11/11/84	32.38	1200	1618.94
SOUTH - Southern Sales Corp							
50004	11/01/84	12/01/84	1115.34	11/11/84	22.31	1200	1115.34
QUAL - Quality Brands Inc							
8334	11/01/84	12/01/84	671.87	11/11/84	13.44	1200	671.87
BANNER - Banner Sales Corp							
3805	11/29/84	12/29/84	359.94	12/09/84	7.20	1200	359.94
		TOTALS	15062.80		313.25		

A/P Disbursements Journal.

A/P DISBURSEMENTS JOURNAL
Scott's TV & Stereo
PERIOD: 11/01/84 TO 11/30/84

CHECK#	DATE	VENDOR NAME	INVOICE NUMBER	DISCOUNT TAKEN	AMOUNT PAID
25	11/09/84	National Dist. Co	20034	32.38	1586.56
		CHECK TOTALS		32.38	1586.56
26	11/09/84	Quality Brands Inc	8334	13.44	658.43
		CHECK TOTALS		13.44	658.43
27	11/09/84	Southern Sales Corp	50031	25.79	1263.85
			50004	22.31	1093.03
		CHECK TOTALS		48.10	2356.88
28	11/23/84	Banner Sales Corp	3667	0.00	869.64
		CHECK TOTALS		0.00	869.64
29	11/23/84	East Distributers Inc	25544	0.00	791.82
		CHECK TOTALS		0.00	791.82

30	11/23/84	Southern Sales Corp	35599	15.12	740.67
			28863	15.23	746.32
			80023	0.00	-599.70
		CHECK TOTALS		30.35	887.29
31	11/23/84	Valley Distributing Co	3222	0.00	1426.05
		CHECK TOTALS		0.00	1426.05
37	11/30/84	National Dist. Co	25544	0.00	1558.69
		CHECK TOTALS		0.00	1558.69
38	11/30/84	Quality Brands Inc	33554	0.00	287.98
		CHECK TOTALS		0.00	287.98
39	11/30/84	Valley Distributing Co	33556	0.00	918.90
		CHECK TOTALS		0.00	918.90
		TOTAL DISBURSEMENTS:		124.27	11342.24

Open Invoice Register.

OPEN INVOICE REGISTER
Scott's TV & Stereo
11/30/84

INVOICE NUMBER	INVOICE DATE	DUE DATE	DISC. DATE	DISCOUNT AMOUNT	CURRENT BALANCE
ALL VENDORS					
BANNER			Banner Sales Corp		
3805	11/29/84	12/29/84	12/09/84	7.20	359.94
			VENDOR TOTALS:	7.20	359.94
NATION			National Dist. Co		
25672	11/29/84	12/29/84	12/09/84	15.66	783.14
			VENDOR TOTALS:	15.66	783.14
SOUTH			Southern Sales Corp		
28903	11/29/84	12/29/84	12/09/84	26.95	1347.68
			VENDOR TOTALS:	26.95	1347.68
VALLEY			Valley Distributing Co		
33601	11/29/84	12/29/84	12/09/84	22.11	1105.53
			VENDOR TOTALS:	22.11	1105.53
			REPORT TOTALS:	71.92	3596.29

Cash Requirements Report.

CASH REQUIREMENTS REPORT
Scott's TV & Stereo
11/30/84

INVOICE NUMBER	INVOICE DATE	DUE DATE	DISC. DATE	DISCOUNT TAKEN	PAYMENT AMOUNT
SELECTION CRITERIA					
PAYMENT DATE:	11/30/84		ALL VENDORS		
DUE DATE:	12/15/84		DO NOT TAKE LOST DISCOUNTS		
DISCOUNT DATE:	12/15/84				
BANNER		Banner Sales Corp			
3805	11/29/84	12/29/84	12/09/84	7.20	352.74
			CHECK TOTALS:	7.20	352.74
NATION		National Dist. Co			
25672	11/29/84	12/29/84	12/09/84	15.66	767.48
			CHECK TOTALS:	15.66	767.48
SOUTH		Southern Sales Corp			
28903	11/29/84	12/29/84	12/09/84	26.95	1320.73
			CHECK TOTALS:	26.95	1320.73
VALLEY		Valley Distributing Co			
33601	11/29/84	12/29/84	12/09/84	22.11	1083.42
			CHECK TOTALS:	22.11	1083.42
			REPORT TOTALS:	71.92	3524.37

Check Register.

A/P CHECK REGISTER
Scott's TV & Stereo
PERIOD: 11/01/84 TO 11/30/84

CHECK #	DATE	PAYEE	DISCOUNT TAKEN	CHECK AMOUNT
25	11/09/84	National Dist. Co	32.38	1586.56
26	11/09/84	Quality Brands Inc	13.44	658.43
27	11/09/84	Southern Sales Corp	48.10	2356.88
28	11/23/84	Banner Sales Corp	0.00	869.64
29	11/23/84	East Distributers Inc	0.00	791.82
30	11/23/84	Southern Sales Corp	30.35	887.29
31	11/23/84	Valley Distributing Co	0.00	1426.05
37	11/30/84	National Dist. Co	0.00	1558.69
38	11/30/84	Quality Brands Inc	0.00	287.98
39	11/30/84	Valley Distributing Co	0.00	918.90
		TOTALS	124.27	11342.24

PAYABLES CHART OF ACCOUNTS
Scott's TV & Stereo
11/30/84

ACCOUNT NUMBER	ACCOUNT NAME
1000	Cash in Bank
1200	Inv - TV & Stereo
1210	Inv - Records & Tapes
1220	Inv - Misc. Hardware
1500	Furniture & Fixtures
1520	Machinery & Equipment
2000	Accounts Payable
4370	Vendor Discounts Taken
5400	Freight

Vendor Reference List.

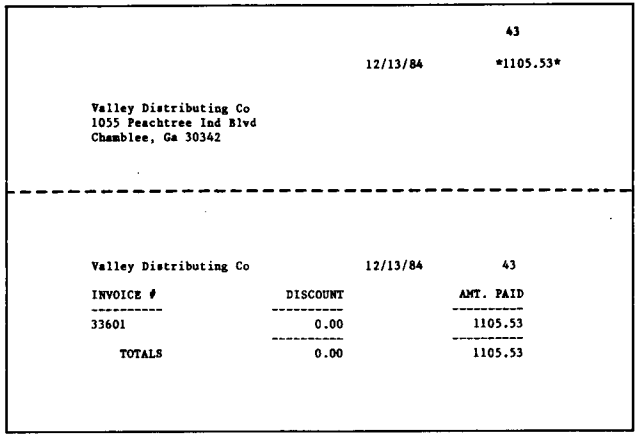
VENDOR REFERENCE LIST
Scott's TV & Stereo
11/30/84

VENDOR ID	VENDOR NAME
BANNER	Banner Sales Corp
EAST	East Distributers Inc
NATION	National Dist. Co
QUAL	Quality Brands Inc
SOUTH	Southern Sales Corp
VALLEY	Valley Distributing Co

PAYMENTS LIST
Scott's TV & Stereo
12/13/84

INVOICE NUMBER	DUE DATE	DISC. DATE	CURRENT BALANCE	DISCOUNT TAKEN	CHECK AMOUNT
FOR PAYMENT ON 12/13/84					
BANNER - Banner Sales Corp					
3805	12/29/84	12/09/84	359.94	0.00	359.94
			CHECK TOTALS:	0.00	359.94
NATION - National Dist. Co					
25672	12/29/84	12/09/84	783.14	0.00	783.14
			CHECK TOTALS:	0.00	783.14
SOUTH - Southern Sales Corp					
28903	12/29/84	12/09/84	1347.68	0.00	1347.68
			CHECK TOTALS:	0.00	1347.68
VALLEY - Valley Distributing Co					
33601	12/29/84	12/09/84	1105.53	0.00	1105.53
			CHECK TOTALS:	0.00	1105.53
			TOTAL PAYMENT:	0.00	3596.29

Sample Checks.



43

12/13/84 *1105.53*

Valley Distributing Co
1055 Peachtree Ind Blvd
Chamblee, Ga 30342

Valley Distributing Co 12/13/84 43

INVOICE #	DISCOUNT	AMT. PAID
33601	0.00	1105.53
TOTALS	0.00	1105.53

Peachtree Software
3445 Peachtree Road N.E.
Atlanta, GA 30326